

Call for Applications – Faculty Director for the Center for Teaching Excellence (CTE)

The Center for Teaching Excellence (CTE) is seeking applications for a Faculty Director who will work collaboratively with the CTE Administrative Director and faculty advisory committee to create and conduct a range of faculty development activities.

The CTE has established itself as an energetic and collaborative place for engaging faculty in significant conversations about teaching. Since its opening in fall 2010, hundreds of faculty have participated in programs including Faculty Learning Communities, Book Discussion Groups, Faculty in Residence course observations, Teaching Mentoring Pairs, the Teaching as Research Program, workshops, panel discussions, and social events.

The CTE Faculty Director will receive a teaching load reduction of two courses per semester, academic year stipend and summer stipend. In addition to contributing approximately 50% of his/her time during the academic year to this role, the CTE Faculty Director will commit the equivalent of approximately one full-time month during the summer. The Faculty Director will serve a two-year term, subject to review after the first year, and potentially renewable for a third year. The person selected for this role will have the option to begin their term in fall 2021, or to delay their start until spring 2022 or fall 2022.

Applications for the Faculty Director are being accepted through **Monday, February 8, 2021**.

The Faculty Director will collaborate with the Administrative Director, in consultation with the CTE Advisory Committee, on the following:

- Provide vision and strategic direction for the CTE and faculty development efforts
- Conduct workshops on teaching-related issues
- Oversee the progress of Faculty Learning Communities and other working groups operating through the CTE; provide direction to the Faculty Associate(s)
- Coordinate and conduct New Faculty Orientation
- Participate in the CTE's role in the development of online courses, including by serving as a guest facilitator in IOCD, the Introduction to Online Course Design
- Solicit applications for Conway Faculty Fellow, Faculty Learning Communities, the Teaching as Research Program, Faculty Associates, the CTE Faculty in Residence, and Teaching Mentoring Pairs
- Organize and participate in CTE social activities, including happy hours and coffee/donut hours at the beginnings and ends of semesters
- Collaborate with the Chief Diversity and Inclusion Officer on the Diversity and Inclusion Teaching Academy and additional initiatives involving inclusive teaching practices
- Actively solicit participation of faculty in programs
- Identify and disseminate best practices in faculty development in higher education
- Make recommendations for use of funds budgeted for faculty development
- Advocate for resources for the CTE, including by participating in fundraising efforts
- Assess the impact of programs and make recommendations for improvements

In addition, the Faculty Director for the CTE is expected to:

- Serve as chair of the CTE Faculty Advisory Board
- Write the weekly CTE email to faculty
- Offer consultation related to syllabus design, classroom observation, and feedback on teaching to individual faculty
- Participate in selection of the Conway Faculty Fellows
- Conduct confidential teaching observations for faculty who request them
- Maintain membership in the Professional and Organizational Development (POD) Network in Higher Education and participate annually in at least one professional conference or workshop related to faculty development, such as the POD Leadership Development Institute or annual POD Conference each fall
- Promote collaboration among the CTE, Conway Institute for Jesuit Education and Eigel Center for Community-Engaged Learning

A half-time administrative support staff position also works with both directors to manage CTE and FLC budgets, update the CTE website, organize logistics for programs, and coordinate CTE space usage.

Qualifications expected for the Faculty Director for the CTE include:

- Enthusiasm for promoting faculty excellence in teaching and research at Xavier
- Openness to and/or experience with innovative pedagogy, such as interdisciplinary teaching, technology-enhanced teaching, or active learning methods
- Former or current participation in faculty development programs at Xavier or elsewhere
- Experience leading faculty groups and/or initiatives

Additional desired qualifications:

- Experience with online courses
- Openness to learning new technologies

CTE Mission

The CTE supports Xavier faculty in creating inclusive, collaborative learning environments that challenge our students intellectually, morally, and spiritually to become engaged scholars and citizens. The Center promotes effective teaching that is reflective, engaging, creative, and informed by both pedagogical and disciplinary knowledge.

In supporting this mission, the CTE:

- reinforces the culture of teaching and learning as central to Xavier's mission;
- cultivates environments and relationships to build networks and communities of learning and scholarship;
- provides programs and resources designed to promote pedagogical methods informed by research on teaching and learning;
- inspires faculty to reflect on their work as well as to share and learn from the experience, diversity, and expertise of their colleagues.

Application Process – Faculty Director for the Center for Teaching Excellence

Full-time, tenured faculty from all disciplines are eligible to apply. Applicants must submit proposals following the format outlined below. Applications will be reviewed by a panel including the CTE Administrative Director and faculty actively engaged in the CTE, including representation from the CTE Faculty Advisory Board. The panel will review applications and interview finalists. After the panel provides its own judgment regarding priority among the applications, the Associate Provost for Academic Affairs will have the final voice in selecting the Faculty Director for the CTE.

The following must be sent **electronically** to Cara Pickett, Administrative Director, in care of the CTE (cte@xavier.edu) by **Monday, February 8, 2021**:

- 1) The application in the form outlined below
- 2) Curriculum vitae
- 3) A supporting letter from the Department Chair (can be an e-mail)
- 4) A supporting letter from the College Dean (can be an e-mail)

Applicants should cc their Department Chair and Dean on this application.

The appointment will be announced by the end of the spring 2021 semester.

For assistance with application questions, contact [Cara Pickett](mailto:pickettc@xavier.edu) (pickettc@xavier.edu).

APPLICATION FORMAT

- 1) Cover Page, listing name, rank and department
- 2) Statement of Qualification and Interest (no more than 2 pages)

Please describe briefly how you are qualified for and why you are interested in the Faculty Director for the CTE position. Include faculty development programs you have participated in at Xavier and elsewhere. Cite any examples of utilizing innovative pedagogy and providing faculty leadership.

- 3) Statement of Goals (no more than 2 pages)

Please describe your goals for the Center for Teaching Excellence. What do you see as potential opportunities for the CTE to lead faculty development at Xavier? Please include any opportunities to enhance current programming as well as potential new direction.